

Chronological Resume Sample

Jane Doe

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Job Objective: Position as program coordinator in human services

HIGHLIGHTS OF QUALIFICATIONS

- Twenty-one years professional experience in the field
- Confident and skilled at organizing start-up of new programs
- Talent for effectively balancing needs of staff and program
- Maximize multicultural team's effectiveness by monitoring work flow and communications
- Minimize problems through careful analysis of program design

RELEVANT EXPERIENCE & ACCOMPLISHMENTS

08/1998-10/1999-Canadian International Development Agency (CIDA), Beijing, China (PRC) Human Resources Development Specialist. Conducted large-scale analysis of human resources development projects in China among multinational organizations (UNDP, World Bank, EC) and national bilateral agencies; analyzed future trends in PRC educational policy; findings applied to future CIDA programming.

1/1996-12/1998-International Consultant, Beijing, China.

- 1990 Sino-American Conference on Women's Issues. Beijing liaison between Global Interactions (U.S.) and China Women's Federation.
- AT&T China. Evaluator of management trainees for AT&T International Management Program.
- Special Olympics, Washington, D.C. Beijing liaison.
- China Disabled People's Federation. Adviser for institutions for the disabled; started Very Special Arts (VSA) /China organization; host! Announcer for the Second National China Arts Festival of Disabled Performers (televised nationally).
- Beijing International Volunteers (BIV). Founded organization of international volunteers working with disabled children in Beijing. (Awarded the "Secretary's Pin" by Secretary of State.)

2/1982-5/1988-John F. Kennedy Center for Performing Arts, Washington, D.C. Director, Very Special Arts International. Organized VSA programs in 55 nations and regional conferences in Europe, Africa, Latin America, and Asia; organized training conferences throughout the United States; produced television programs on arts for disabled; administered grants from U.S. Department of Education, National Endowment for the Arts, and the American Federation of Teachers.

EDUCATION

- Harvard University, M.A.
- University of California, Berkeley, Teaching Certificate
- University of Wisconsin, Madison, BA.